DIXIE STATE COLLEGE CUSTODIAL DEPARTMENT ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: ____________

FIRST DAY ON THE JOB

COMPLETED

☐ 1. ISSUE KEYS, SIGN KEY REQUEST
☐ 2. ISSUE PAGER AND PAGER NUMBER
☐ 3. ASSIGN MAIL BOX
☐ 4. ASSIGN BUILDINGS
☐ 5. ORDER UNIFORMS
☐ 6. SAFE DRIVING TEST
☐ 7. HAZ-MAT ORIENTATION
☐ 8. INTRODUCTION TO DEPARTMENT EMPLOYEES AND SUPPORTING STAFF
☐ 9. MAKE SURE PAPER WORK IS COMPLETED WITH HUMAN RESOURCES OFFICE
☐ 10. ACQUAINT EMPLOYEE WITH COMPUTER CLOCK IN/CLOCK OUT PROCEDURES
☐ 11. INTRODUCE NEW EMPLOYEE TO THE BACK UP EMPLOYEE FOR ASSIGNED BUILDING(S)

EMPLOYEE SIGNATURE: ________________________________ DATE: ____________
SECOND DAY ON THE JOB

COMPLETED

☐ 1. GIVE EMPLOYEE A CAMPUS TOUR

☐ 2. EXPLAIN PROCESS OF CHAIN OF COMMAND

☐ 3. EXPLAIN SAFETY REGULATIONS AND REQUIREMENTS

☐ 4. EXPLAIN THE EMPLOYEE’S REQUIREMENTS FOR THE FIRST THIRTY DAYS

☐ 5. PHYSICAL PLANT ORIENTATION
   PHYSICAL PLANT HANDBOOK
   FACILITIES DIRECTOR

☐ 6. STARTS PERFORMING DUTIES
DIXIE STATE COLLEGE CUSTODIAL DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________________ DATE: ___________

THIRD DAY ON THE JOB

COMPLETED

☐ 1. EMPLOYEE TRAINING AS DESIGNATED BY SUPERVISOR (FOUR PAGE NEW HIRE TRAINING CHECK LIST)

☐ 2. EXPLAIN POSITION HIRED FOR AND IT’S DUTIES
   EXPLAIN JOB DESCRIPTION TO EMPLOYEE

☐ 3. EMPLOYEE TO PICK UP ACTIVITY CARD
DIXIE STATE COLLEGE CUSTODIAL DEPARTMENT ORIENTATION

EMPLOYEE NAME: ___________________________ DATE: ____________

FOURTH DAY ON THE JOB

COMPLETED

☐ 1. DISCUSS BUILDING CLEANING SCHEDULE WITH EMPLOYEE
DIXIE STATE COLLEGE CUSTODIAL DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________ DATE: ____________

FIFTH DAY ON THE JOB

COMPLETED

☐  1. FORK LIFT TRAINING

☐  2. AERIAL LIFT TRAINING
DIXIE STATE COLLEGE CUSTODIAL DEPARTMENT
ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: ___________

THIRTY DAY EVALUATION

YES NO
☐ ☐ 1. KNOWLEDGE OF CHEMICAL COMMAND CENTER IN EMPLOYEE’S ASSIGNED BUILDING(S)
☐ ☐ 2. KNOWLEDGE OF CHAIN OF COMMAND
☐ ☐ 3. KNOWLEDGE OF MOST OF THE NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS
☐ ☐ 4. SAFETY PRECAUTIONS/REQUIREMENTS
☐ ☐ 5. NAMES AND POSITIONS OF EMPLOYEES IN ASSIGNED DEPARTMENTS
☐ ☐ 6. KNOWLEDGE OF KEY STAFF IN ASSIGNED BUILDINGS
☐ ☐ 7. FAMILIARITY WITH THE LOGS SET UP BY THE DEPARTMENT
DIXIE STATE COLLEGE CUSTODIAL DEPARTMENT ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: ___________

SIX MONTH EVALUATION

YES NO
☐ ☐ 1. KNOWLEDGE OF NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS

☐ ☐ 2. KNOWLEDGE OF ALL LOGS SET UP BY THE DEPARTMENT

☐ ☐ 3. KNOWLEDGE OF JOB DUTIES AND EXPECTATIONS

☐ ☐ 4. BY THIS TIME, EMPLOYEE SHOULD FEEL MORE COMFORTABLE WITH JOB

☐ ☐ 5. GAINING KNOWLEDGE OF EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 50%)

☐ ☐ A - CARPET EXTRACTOR

☐ ☐ B - FLOOR BUFFER AND BURNISHERS

☐ ☐ C - AUTOMATIC FLOOR SCRUBBER

☐ ☐ 6. KNOWLEDGE OF CARPET CLEANING AND STRIPPING AND WAXING OF HARD FLOORS (EXPECTED TO KNOW 50%)
DIXIE STATE COLLEGE CUSTODIAL DEPARTMENT ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: ____________

ONE YEAR EVALUATION

YES  NO
☐  ☐  1. EMPLOYEE SHOULD KNOW ALL OF THE LOGS SET UP BY THE DEPARTMENT

☐  ☐  2. EMPLOYEE SHOULD KNOW ALL DUTIES

☐  ☐  3. PRACTICING ALL SAFETY PROCEDURES

☐  ☐  4. PRODUCING QUALITY AND THOROUGH ASSIGNMENTS

☐  ☐  5. BE AN ASSET TO THE DEPARTMENT AND A TEAM PLAYER FUNCTION WELL WITH OTHER EMPLOYEES (THIS IS REQUIRED)

☐  ☐  6. EMPLOYEE SHOULD KNOW EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 100%)

☐  ☐

A - CARPET EXTRACTOR

☐  ☐

B - FLOOR BUFFER AND BURNISHERS

☐  ☐

C - AUTOMATIC FLOOR SCRUBBER

☐  ☐  7. KNOWLEDGE OF CARPET CLEANING AND STRIPPING AND WAXING OF HARD FLOORS (EXPECTED TO KNOW 100%)

☐  ☐  8. EMPLOYEE SHOULD KNOW ALL CHEMICALS, SPOT REMOVERS, STRIPPERS, POLISHES, ETC...